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**Youth Services  
Employee Manual  
A.2.1 (a) General Employment Information  
December 2011**

## **FOREWORD**

Welcome to the DPS&C- Youth Services. The following pages contain information pertinent to all Youth Services staff by providing guidelines and information concerning their employment.

The manual includes employment-related information regarding Civil Service Rules, state statutes, federal mandates and ACA standards. The following information is meant to address employee rights, benefits, and provides an overview of the Civil Service Rules which govern personnel practices for all state employees. Hyperlinks to regulatory or administration agents have been provided to assist employees who seek additional information or greater detail.

Employees are encouraged to review this manual carefully and then perform their duties with confidence and pride.

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Youth Services

## **YOUTH SERVICES EMPLOYEE MANUAL**

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## **Mission Statement**

The Office of Juvenile Justice protects the public by providing safe, and effective individualized services to youth, who will become productive, law abiding citizens.

## **Vision**

OJJ is a quality system of care which embraces partnerships with families, communities and stakeholders to assist youth in redirecting their lives toward responsible citizenship.

## **Guiding Principles**

Honest -	To be honest; do everything with integrity.
Achievement-	To be outcome-oriented in achieving results consistent with our mission.
Versatility -	To value, promote and support diversity and cultural competence.
Ethical -	To be ethical; to do the right thing, both legally and morally.
Focused -	To be focused on empowering people to succeed.
Accountable -	To be accountable for the effective and efficient management of our resources.
Informed -	To be informed and guided in our decisions by appropriate and valid data.
Team work-	To be an effective and efficient team of professionals.
Harmonious -	To be inclusive- involve all parties, both internal and external, who need to be a part of the process.

**HAVE FAITH: TOGETHER WE CAN HELP CHANGE LIVES**

## **AGENCY OVERVIEW**

The Department of Public Safety and Corrections is comprised of three agencies: Public Safety Services, Corrections Services, and **Youth Services**. The Deputy Secretary, who is appointed by the Governor, serves as the chief executive officer of Youth Services.

Central Office Administration is comprised of centralized sections that support the management and operations of secure facilities, non-secure facilities, probation and parole regional offices, and all other services provided by Youth Services.

### **Office of the Deputy Secretary**

The Deputy Secretary is responsible for the functioning and control of all programs within Youth Services. He/She formulates rules and regulations and determines policy regarding management, personnel, and overall operations. He/She leads and supports the staff, which is charged with carrying out the mission of the agency. Under the direction of the Deputy Secretary, Youth Services (YS) has policy oversight and support responsibilities for state programs for youth who are adjudicated delinquent and any youth and their families ruled in need of services by courts of juvenile jurisdiction. YS staff also support the Administrative Remedy Procedure for youth and perform quality assurance activities for the youth facilities.

As part of the Deputy Secretary's Office, Assistant Secretary, Undersecretary, the Chief of Operations, the Deputy Assistant Secretary over facilities, the Deputy Assistant Secretary over Community-Based Services, and the Deputy Assistant Secretary over Special Projects are responsible for special duties and functions as assigned by the Deputy Secretary.

The Undersecretary of Youth Services is responsible for the functions of the Office of Management and Finance which include: accounting and budget control, procurement, and contract management, data processing, management and program analysis, personnel management, and grants management.

The Assistant Secretary of Youth Services duties and functions are provided in statute, and as determined by the Deputy Secretary. The Assistant Secretary serves on the Children's Cabinet Advisory Board.

Other Central Office executive staff carry out long and short-term projects. The Legal Services Section represents and defends YS in litigation, including Civil Service matters.

Youth Services is responsible for the management of seven (7) programs: Administration, Bridge City Center for Youth, Jetson Center for Youth, Swanson Center for Youth, Field Services, Contract Services, and Auxiliary and Louisiana Housing for Juvenile Offenders.

Youth Services operates three 24 hour male secure facilities: Bridge City Center for Youth (Bridge City), Jetson Center for Youth (Baker), and Swanson Center for Youth (Monroe).

In addition, within YS is Field Services, which provides probation and parole supervision and coordinates both residential and non-residential treatment services for delinquent youth as well as status offenders and their families. There are eleven regional offices, which are located in Alexandria, Baton Rouge, Hammond, Lafayette, Lake Charles, Monroe, Natchitoches, New Orleans, Opelousas, Shreveport, Tallulah, and Thibodaux and one sub-district in Opelousas.

Youth Services include:

- Evaluation and diagnostic services for youth adjudicated delinquent and youth of families adjudicated in need of services.
- Community placement services for youth adjudicated delinquent and youth of families adjudicated in need of services and disposed to the custody of Youth Services.
- Alternative services in lieu of out-of-home placement for youth adjudicated delinquent and youth of families adjudicated in need of services and disposed to the custody or supervision of Youth Services and for their families.
- Treatment services in secure custody facilities for youth adjudicated delinquent disposed to the custody of Youth Services and who, as determined by the agency, require this restrictive level of care and custody.
- Probation and other programs of supervision for youth adjudicated delinquent and youth of families adjudicated in need of services.
- Community services directed at prevention of juvenile delinquency, intake screening, and diversion as deemed appropriate by Youth Services.
- In addition the agency participates in programs for the care and treatment of youth taken into custody under the provisions of the Louisiana Children's Code pending adjudication, disposition, placement, or any or all of the above.
- Under the authority of the Undersecretary, the Office of Management and Finance provides management support to all units in activities involving fiscal matters and grant management, information services, food services, maintenance and construction, performance audit, procurement and contractual review and human resources.

## **GENERAL EMPLOYMENT INFORMATION**

### **EQUAL EMPLOYMENT OPPORTUNITY (EEO)**

As an equal opportunity employer, Youth Services assures equal opportunities to all applicants and employees without regard to race, religion, veteran status, color, national origin, gender, disabilities or age.

Opportunities are provided for all employees of Youth Services in the areas of compensation, promotion, recruitment, training, and all other aspects of employment. Youth Services Policy A.2.47 "Equal Employment Opportunity" provides a detailed analysis of the agency's commitment in this area.

A copy of the most recently approved EEO plan is available in each unit's Human Resources Office. Concerns about Equal Employment Opportunity are handled by the Central Office Human Resources Office or the Equal Employment Opportunity Commission (EEOC).

### **AMERICANS WITH DISABILITIES ACT (ADA)**

Title I of the Americans with Disabilities Act of 1990, which took effect July 26, 1992, prohibits private employers, state and local governments, employment agencies and labor unions from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, job training and other terms, conditions and privileges of employment. To request an accommodation, assistance or to learn more about the ADA, an employee may contact his/her unit's Human Resources Office. Youth Services Policy A.2.13 "Americans with Disabilities Act (Employees)".

## **EMPLOYMENT**

An individual's employment with Youth Services shall be in either the classified or unclassified service. The Department of Civil Service establishes minimum qualifications for each classified job.

### **APPOINTMENTS IN CLASSIFIED SERVICE**

Applicants may be appointed to positions in the classified service in several ways.

#### **A. Job Appointment**

A job appointment is a temporary appointment. The employee does not attain permanent status and may be separated from employment at any time. However, he/she does earn and may take annual, sick and compensatory leave. He/She is paid



for holidays and is also eligible for health care benefits. In most cases, the employee is eligible for retirement benefits. The length of a job appointment may not exceed three years without prior approval from Civil Service.

B. Restricted Appointment

A restricted appointment is a temporary appointment which shall not exceed six months in a calendar year. A restricted appointment may be canceled at any time. An employee on a restricted appointment does not attain permanent status, is not eligible for health care benefits, is not paid for holidays, and does not earn annual or sick leave. He/she may, however, earn compensatory leave. An employee on a restricted appointment does not participate in the retirement system.

C. Probational Appointment

A probational appointment is a required step toward permanent status. The probationary period for Youth Services is twelve (12) months. During this working test period of employment an employee shall demonstrate his/her ability to satisfactorily perform his/her duties.

An employee may be removed from employment at ANY time during the probationary period under Civil Service Rule 9.1(e). While on probation he/she earns and may take annual, sick and compensatory leave. He/she is paid for holidays and is eligible for health care and retirement benefits.

D. Permanent Status

After an employee has satisfactorily completed his/her probationary period, he/she attains permanent status. Attainment of permanent status is beneficial because many of the rights under the Civil Service system are limited to permanent employees.

A permanent employee who is promoted, transferred, reassigned or demoted to another position shall not be required to serve a probationary period in the new position.

A permanent or probationary employee who is appointed to another position following certification from an open competitive eligible list is considered a new employee in the new position and shall serve a probationary period of no less than six months or no more than twenty-four months in such new position.

Employees who have already attained permanent status may transfer into Youth Services as a permanent employee. Some positions may require that a permanent employee serve a probationary period.

E. Provisional Appointment

A provisional appointment is a temporary appointment to a position in the absence of an adequate list of persons eligible for appointment for a specific job class. The appointee

shall demonstrate the required skill level to qualify for the job. He/she may earn and may take annual, sick and compensatory leave. He/she is paid for holidays and is eligible for health care and retirement benefits.

F. Non-Competitive Reemployment

A former permanent employee who resigns from classified service in good standing or who was removed for non-disciplinary reasons may, within ten years, be non-competitively reemployed in any position for which he/she is qualified and which has the same or a lower pay level than the class in which he/she had permanent status.

Persons who are reemployed serve a new probationary period. All unused sick leave and any annual leave for which the employee was not paid at the time of his/her resignation or non-disciplinary removal may be restored, if reemployment is within five years of separation. The employee shall be placed in the appropriate leave-earning category based upon his/her years of prior service. It is the employee's responsibility to contact his/her Human Resources Office to have his/her leave re-credited and prior state service verified.

An employee who resigns to avoid being terminated from his/her position in state service shall lose his/her reemployment eligibility and unpaid leave.

G. Department Preferred Reemployment

If an employee is laid off or displaced during a layoff, he/she shall be given preferential hiring rights. Additional information is available from the Central Office Human Resources Office.

H. When Actually Employed (WAE)

WAE refers to an employee who is paid only "When he/she is actually employed." The employee generally works an intermittent, temporary or part-time schedule. He/she may work one day in a pay period or the entire pay period depending on when he/she is needed. A WAE employee shall not receive leave, benefits or attain permanent status.

## **POSITION CHANGES**

Once an employee has attained permanent status, he/she may be eligible to consider career options and opportunities that involve promotions and transfers. Employees may also elect a voluntarily demotion.

A. Promotion:

A promotion is movement to a position in a job class with a higher pay range. Only permanent employees are eligible for promotions. Promotions do not require another probationary period.

A promotion may be either competitive or non-competitive. Competition is determined by the pay level of the position to be filled and by other limitations set by Civil Service. Youth Services has the authority to issue in-house promotional announcements.

**B. Demotion:**

A demotion is movement from a position in one job class to a position in another job class with a lower minimum pay rate. A demotion may result from inefficiency in job performance, disciplinary action or the employee's own request (voluntary demotion). Demotions as the result of poor job performance or disciplinary action shall result in a cut in pay. Employees who voluntarily demote may do so without a cut in pay with the approval of the agency's Appointing Authority.

**C. Transfer:**

A transfer is movement from one position to another position. This may be between state agencies or between units within an agency. Another probationary period is not required to be served as a result of a transfer, although some state agencies require a new probationary period.

A transfer may be to a higher position (promotion), lower position (demotion), or a position on the same level (lateral). To transfer within Youth Services, employees shall request and obtain approval from the appropriate Unit Heads.

**D. Reassignment:**

Reassignment is movement from one position in a class to another position in a different class for which the employee is qualified and which has the same minimum entrance rate of pay.

**E. Detail to Special Duty:**

A Detail to Special Duty is a temporary assignment to perform the duties of another position. If an employee is detailed to a job with a higher pay level, he/she shall be paid according to the rules on promotion. If he/she is detailed to a job with a lower pay level, the employee shall retain his/her current pay.

## **JOB DESCRIPTION**

The duties and responsibilities assigned to a particular job are recorded on a SF-3 Position Description Form. Each employee shall receive a copy of his/her job description as it outlines the duties he/she is expected to perform.

Temporary changes in an employee's duties may be made by his/her Unit Head or supervisor. If the changes eventually become permanent, the position description shall be updated to

reflect the changes. Job descriptions shall be reviewed every five years and updated as needed. Copies of position descriptions are available in the Central Office Human Resources Office.

## **RECRUITMENT**

Youth Services utilizes the Recruitment and Referral Policy (A.2.52) and the options provided in Chapter 6 of the Civil Service Rules to recruit the best new employees and retain the most knowledgeable and experience current employees. These include:

- Special Entrance/Retention Rates – Civil Service Rule 6.5(B)
- Pay Above Minimum for Extraordinary Qualifications – Civil Service Rule 6.5(G)
- Premium Pay – Civil Service Rule 6.16(A)
- Individual Pay Adjustment – Civil Service Rule 6.16(C)
- Optional Pay for Retention – Civil Service Rule 6.16.2
- Non competitive and Job Shortage Classes - Civil Service Rule 22, 23, and 24

## **RESIGNATIONS AND TERMINATIONS**

Resignations shall only be accepted by employees delegated with appointing authority. Supervisors and employees are encouraged to report any resignation concerns in order to provide as much information as possible concerning the reasons why individuals leave employment. This information is essential in gaining important data necessary to improve operations, as well as employee relations. Exit interviews are also available to personnel who leave employment.

## **SENIORITY**

Seniority is usually defined by circumstance and situation such as layoff, service awards, promotion or rank. Guidelines in determining the definitions of seniority for these different circumstances include applicable Civil Service Rules, sections of the Union Contract and applicable Youth Services Policies. Additional information is available in the Central Office Human Resources Office.

## **TIME AND ATTENDANCE**

The Time Entry Sheet is a record of hours worked and leave taken during a specific pay period. A pay period is a two-week (bi-weekly) record of an employee's attendance which begins on Monday and ends on Sunday of the following week. It is the employee's responsibility to verify that his/her time is recorded accurately and to signify this by initialing the time entry sheet. If an employee believes an error has been made in the reporting of his/her time, he/she should discuss the matter with his/her supervisor immediately.

## **FLEX TIME WORK SCHEDULES**

It is the policy of the Deputy Secretary and YS to offer flexible schedules and flexible work hours when the effectiveness and functions of the agency are not compromised. Each unit shall identify the flexible work schedule options available to its employees based on the particular needs and business requirements of the office. Flexible work schedules and breaks are not vested rights to which employees are entitled, but privileges which may be granted to employees at the discretion of the Unit Head. YS Policy A.2.50, "Flexible Work Schedules", addresses the procedures.

## **PAY**

Pay adjustments, overtime compensation and special pay rates are governed by Youth Services Policy A.2.2 "Pay Administration and Management," within the parameters of the Fair Labor Standards Act and Civil Service Rules. An employee's salary is quoted as a monthly amount. However, the fiscal year is divided into twenty-six (26) pay periods. Each paycheck is based on the employee's yearly salary divided by the number of pay periods, which is twenty-six (26).

## **PAY SCHEDULE**

Employees are paid under various pay schedules which are available from the unit's Human Resources Office or the Civil Service Web Site: <http://www.dscs.state.la.us>.

## **DIRECT DEPOSIT**

The State of Louisiana requires mandatory direct deposit participation for all state employees. The unit's Human Resources Office will provide assistance in establishing a direct deposit account with the financial institution of choice.

## **LEAVE TYPES**

(Civil Service Rules - Chapter 11)

### **A. Annual Leave**

Annual leave shall be earned by each full-time and part-time employee who has a regular tour of duty. Annual leave is intended primarily for vacations and personal business. It shall be applied for in advance and may only be used when approved by the employee's supervisor. Annual leave shall be applied for in half hour increments. Annual leave is requested on the "Application for Leave" Form SF-6 or online through LEO. The Human Resources Unit will advise employees which method to use.

An employee should never sign a blank or incomplete leave form. Upon completion of the leave form, the employee should forward it to his/her supervisor for approval.

B. Sick Leave

Sick leave is intended for those situations where an employee is prevented from performing his/her duties because of illness, consultations or treatments relating to his/her personal health care. An employee is required to file an application for sick leave stating the amount of time absent. The minimum amount which can be taken is one-half hour.

C. Family and Medical Leave

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to twelve (12) weeks of job-protected time off to eligible employees for certain family and medical reasons. Specific items covered are birth, adoption, placement of a child, care for an employee's own parent, child or spouse with a serious health condition and an employee's own serious health condition. If an employee has annual or sick leave to his/her credit, the Unit Head may require or the employee may elect to take such leave. Leave earned in accordance with the Fair Labor Standards Act (time and one-half compensatory leave) may not be used for family and medical leave. Straight time compensatory leave may be granted at the discretion of the Unit Head. Sick leave may be used as paid leave under the Family and Medical Leave Act for an employee's own illness, but may not be used for taking care of a family member. Additional information is available in Youth Services Policy A.2.5, "Family and Medical Leave of Absence" and from each unit's Human Resources Office.

Section 585 of the National Defense Authorization Act (NDAA), which was signed into law on January 28, 2008, amends the Family and Medical Leave Act of 1993 (FMLA) immediately to permit a "spouse, son, daughter, parent, or next of kin" to take up to 26 workweeks of leave to care for a "member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness." Additional information and a copy of Title I of the FMLA, as amended, are available on the federal Department of Labor Web site.

The NDAA also permits an employee to take FMLA leave for "any qualifying exigency" (as defined by regulation) related to a spouse, son, daughter, or parent's active duty or notice of an impending call or order to active duty in the Armed Forces.

D. Military Leave

Requests for military leave shall be granted on a nondiscriminatory basis whenever an employee is eligible consistent with applicable laws and rules.

1. Military Leave with Pay

Employees serving on job appointments, probationary or permanent status and are members of a Reserve Component of the Armed Forces of the United States shall be entitled to military leave with pay provided advance notice is given.

No advance notice is required when such notice is either precluded by military necessity or otherwise impossible or unreasonable.

Maximum military leave with pay shall be fifteen (15) working days per calendar year.

2. Use of Annual and Compensatory Leave for Military Purposes

Employees serving on job appointments, probationary or permanent status, who give advance notice of military obligations and apply for annual or compensatory leave for military purposes, shall be granted such leave.

No advance notice shall be required when such notice is either precluded by military necessity or otherwise impossible or unreasonable.

3. Use of Leave Without Pay for Military Purposes

Employees serving on job appointments, probationary or permanent status who have exhausted either annual or compensatory leave, or have chosen not to use this paid leave for military purposes shall be placed on leave without pay. This period of leave without pay for military purposes shall not exceed six (6) years. After six (6) years, the employee shall be separated from the classified service.

4. Rights Upon Return

Provisional, probational and permanent employees and employees serving on job appointments returning to their classified positions under the provisions of the Civil Service Rules 11.26. (d) and 23.15 shall return with such seniority, status, pay and annual and sick leave accrual rates as they would have earned if they had not been absent for military training or military active duty. Both provisional and probational status, however, shall be governed by the provisions of the Civil Service Rule 9.3.

E. Civil, Emergency, and Special Leave

Upon request to his/her supervisor, an employee serving in a job appointment, probationary, or permanent status shall be given time off without loss of pay, annual leave, or sick leave under certain circumstances including:

1. Performing Jury Duty when summoned to serve on jury duty.
2. Summoned to appear as a Witness before a court, grand jury or other public body or commission when the employee is not the plaintiff or defendant (except when the summons to appear is job related).
3. Performing Emergency Civilian Duty in relation to national defense.

4. An Act of God/Catastrophic Emergency which prevents him/her from performing his/her duties. The Deputy Secretary shall decide when weather conditions constitute an emergency and determine what action shall be taken. He/She may close an office, designate which personnel may be excused and which employees shall remain on duty or report to duty in order to continue to provide public service. An employee shall contact his/her supervisor when in doubt.
5. A Civil Service examination on a regular work day or taking a required examination pertinent to the employee's State employment. (Documentation shall be provided to the employee's supervisor regarding the time and date of the examination.)

F. Compensatory Leave

Compensatory leave ("K" time) is compensation for overtime hours worked. Once an employee has earned "K" time, he/she shall request to use it as he/she would annual leave. His/Her "K" time balance shall be used before annual leave is used. The Agency may substitute "K" time for sick leave consistent with FMLA and Civil Service Rules and guidelines.

Compensatory time earned while employed with Youth Services does not create a vested property or contractual right. It is the policy of the Agency that upon transfer to the Agency from another agency, no "K" time shall be credited to the employee's leave balance, and payment shall be made for "K" time balances upon separation in accordance with the flexibility allowed in the Civil Service Rules Chapter 21.

Further clarification on compensatory leave is available from the employee's supervisor and by reference to Youth Services Policy A.2.2, "Pay Administration and Management."

G. OTHER TYPES OF LEAVE

The following types of leave may be granted at the option of the Unit Head:

1. Funeral Leave

Probationary and permanent employees may be granted time off without loss of pay, annual leave or sick leave when attending the funeral or burial rites of a parent, step-parent, child, step-child, brother, step-brother, sister, step-sister, spouse, mother-in-law, father-in-law, grand-parent, or grand-child; provided such time off shall not exceed two days on any one occasion.

2. Leave without Pay

An employee may be granted a leave of absence without pay for specific time periods as approved by his/her Unit Head. Leave without pay for a time period beyond that approved by the Unit Head shall be approved by the Deputy Secretary on a case-by-case basis.



3. Educational Leave

An employee may be granted educational leave to attend a course if it is relevant to his/her job. Each unit has its own procedure governing the use of such leave. In addition, an employee may attend training courses without charge for any leave if it is relevant to his/her job.

4. Voting Leave

A probationary or permanent employee may be granted time off without loss of pay, annual leave or sick leave when voting in a primary, general or special election which falls in his/her regularly scheduled work day. However, no more than two hours of non-chargeable special leave shall be allowed to vote in the parish where he is employed and no more than one day to vote in another parish.

5. Voluntary Disaster Service Leave

A full time probationary or permanent employee may be granted time off without loss of pay, annual leave, compensatory leave, or sick leave, for a period not to exceed 15 work days in any calendar year to participate in American Red Cross relief services in Louisiana for disasters designated at Level III or above in the American Red Cross Regulations and Procedures. Such employees shall have received a certification from the American Red Cross as a Trained Disaster Volunteer. All such requests shall be made in writing and approved by the appointing authority.

6. Enforced Leave- Annual and Sick:

A. Enforced Annual Leave - Subject to Civil Service Rule 11.9 subsection (b), and military leave provisions in Civil Service Rule 11.26, an appointing authority may require an employee to take annual leave whenever in his/her administrative judgment such action would be in the best interest of the Department.

No employee shall be required to reduce his/her accrued annual leave to less than 240 hours except;

- i. Prior to being granted leave without pay, but subject to the right granted the employee by the military leave provisions of these rules; or,
- ii. Where it is determined that the need to be absent from work is because of a condition covered by the United States Family and Medical Leave Act; or,

- iii. If the leave is required during closures in accordance with Civil Service Rule 17.10 as a layoff avoidance measure.
  - B. Enforced Sick Leave- An appointing authority may place an employee on sick leave when the employee asserts the need to be absent from the work place because of the employee's illness or injury.
- 7. Uncharged Leave for Training, Testing and Interviews - C.S. Rule 11.23(f) states, "An employee serving with job appointment, probationary or permanent status shall be given time off without loss of pay, annual leave, or sick leave when:
  - A. Participating in a State Civil Service examination on a regular day, or;
  - B. Taking a required examination pertinent to the examinee's state employment, before a State licensing year."

### **LEAVE EARNING RATES**

- A. Annual and Sick Leave shall be earned by each full-time and each part-time employee who has a regular tour of duty, except that no employee shall earn annual or sick leave while serving on restricted appointment or while using leave from an agency leave pool as defined in Civil Service Rule 11.34.
- B. The earning of such leave shall be based on the equivalent of years of full-time State service and shall be creditable at the end of each calendar month or at the end of each regular pay period in accordance with the following general schedule:

<b>Full Time State Service</b>	<b>Leave Earning Rates (<i>per hour of regular duty</i>)</b>
Less than 3 years	0.0461 hour of annual leave and .0461 hour of sick leave
3 years but less than 5 years	0.0576 hour of annual leave and .0576 hour of sick leave
5 years but less than 10 years	0.0692 hour of annual leave and .0692 hour of sick leave
10 years but less than 15 yrs	0.0807 hour of annual leave and .0807 hour of sick leave
15 or more years	0.0923 hour of annual leave and .0923 hour of sick leave

- A. No employee shall be credited with annual or sick leave for:
  - 1. Any overtime hour.
  - 2. Any hour of leave without pay.
  - 3. Any hour in on-call status outside his/her regular duty hours as defined in Civil Service Rules 11.1 and 11.2.

4. Any hour of travel or other activity outside his/her regular duty hours as defined in Civil Service Rules 11.1 and 11.2.
5. Any hour of a holiday or other non-work day that occurs while he/she is on leave without pay.

## **OVERTIME**

In emergencies, on designated holidays, and at other times considered necessary by the Unit Head or supervisor, an employee may be required to work overtime hours. Overtime is defined as time worked in excess of the normal work schedule.

In accordance with the Fair Labor Standards Act, Civil Service Rules and Agency policy, an employee shall be compensated for overtime in one of the following methods depending upon his/her salary level and position title:

Cash payment at the time-and-one-half rate;  
Cash payment at the regular rate;  
Compensatory leave earned at the time-and-one-half rate;  
Compensatory leave earned hour for hour; or  
No compensation.

## **HOLIDAYS**

The following are observed as State holidays:

New Year's Day	Labor Day
Veterans Day	General Election Day
Martin Luther King, Jr.'s Birthday	Thanksgiving Day
Mardi Gras Day	Christmas Day
Good Friday	Independence Day
Inauguration Day (in Baton Rouge City limits, every four years)	

A full time employee who is required to work on one of the above listed holidays on a day within his/her scheduled work week shall be compensated as authorized in Civil Service Rule 6.12.1, which provides overtime options for work on holidays. When one of these holidays falls on his/her regular day off, his/her holiday shall be the closest regularly scheduled workday preceding or following the legal holiday, as designated. The Governor has the authority to declare holidays other than those listed.

## **RETIREMENT**

Retirement issues can be very complex and employees are encouraged to:

- Contact Central Office Human Resources if there are any questions. Information about retirement planning and details about retirement benefits and retirement options are also available in each unit's Human Resources Office
- Attend a retirement seminar sponsored by Lasers. (Dates and locations are available through the lasers web site: <http://www.lasersonline.org>)

### **Retirement Plans**

Regular Employees, Correctional Officers, Security Personnel, Probation and Parole Officers, Teachers' Retirement, Optional Retirement Plan.

Youth Services employees fall under four retirement plans: Regular Employees (LASERS), Correctional Officers, Security Personnel, Probation and Parole Officers (Protective Services), Teachers (TRSL) and Optional Retirement Plan (ORP).

In addition the plans below refer to IBO (Initial Benefit Option) and DROP (Deferred Retirement Option Plan). These references are defined as follows:

#### Initial Benefit Option (IBO)

The Initial Benefit Option or IBO is an option that is selected at retirement. The IBO pays up to 36 months of the maximum benefit in a lump sum, which reduces future benefits. If an employee chooses the IBO, he/she is not allowed to select Option 1 as a retirement option. The IBO is not available to DROP participants, disability retirees, or 20 year retirees (La. R.S.11:441(A) (4).

#### Deferred Retirement Option Plan (DROP)

The Louisiana Legislature authorized the Deferred Retirement Option Plan (DROP), an optional method of retiring, in 1990. The eligibility for DROP participation was changed in the 1995 legislative session.

The law applies to all members who were first eligible for regular retirement on or after January 1, 1996.

- DROP is an optional method of retiring, not an additional retirement benefit.
- A plan an employee participates in for one time only for a maximum of 36 months.
- An employee defers his/her retirement benefit while working and earning a salary.
- An employee's retirement benefit is deposited monthly at LASERS in his/her name.

- Interest, if owed, is paid after an employee's DROP participation ends.
- An employee's retirement benefit remains in his/her DROP account while he/she keeps working (not terminate employment); therefore, he/she is allowed to continue working after DROP participation period ends.
- DROP may not be beneficial to all members.
- DROP application forms are available from the agency's Human Resources office.

### The DROP "window"

Upon reaching his/her first eligibility requirement, an employee's "window" for participation opens. The "window of opportunity" to participate closes 3 years and 60 days after that first eligibility date. If an employee fails to enter DROP within 60 days of the "window" he/she loses his/her rights to participate in DROP for the full 36 months maximum. Some members have special eligibility provisions that allow them to retire with less service credit or at a younger age than regular retirement. Those members must meet the special eligibility requirements to participate in DROP, and their "window of opportunity" opens on that eligibility date

It is the employee's responsibility to review his/her specific retirement options. Go to the following website for information regarding state employees' retirement plans:

[http://www.lasersonline.org/PDFs/Publications\\_and\\_Reports/Membership%20Handbook.pdf](http://www.lasersonline.org/PDFs/Publications_and_Reports/Membership%20Handbook.pdf)

Overviews of the four retirement plans' requirements and benefits plan are provided below:

## REGULAR EMPLOYEES-LASERS

<b>Provision</b>	<b>Rank &amp; File (Regular Employees) Pre 7/1/2006</b>	<b>Act 75 Rank &amp; File 7/1/06- 1/1/2011</b>	<b>Act 75 Rank &amp; File Post 1/1/2011</b>	<b>Rank &amp; File Hire After 1 /1/2011</b>
Member Definition	Employees not included in a specialty plan hired prior to 7/1/2006	Employees not included in a specialty plan hired between 7/1/2006 and 1/1/2011	Employees not included in a specialty plan hired between 7/1/2006 and 1/1/2011	Rank & file hired after 1/1/2011, Court officers, Cler4k of House, Secretary of Senate, Sergeant at arms for House/Senate, Governor, Lt. Gov, Eligible Legislators, Treasurer
Employee Contribution Rates	7.5%	8.0%	8.0%	8.0%
Accrual Rate	2.5%	2.5%	2.5%	2.5%
Anti-Spiking Rate/Year	25%	15%	15%	15%
Average Compensation (FAC)	Highest 36 months	Highest 60 months	Highest 60 months	Highest 60 months
Retirement Eligibility	10 years @ 60 25 years @ 55 30 years @ any 20 years @any, actuarially reduced	10 years @ 60	5 years @ 60 20 years @ any, actuarial reduced	5 years @ 60 20 years @ any, actuarial reduced
Disability – incapable of performing duties	Based on 2.5% accrual rate 10 years service required	Based on 2.5% accrual rate 10 years service required	Based on 2.5% accrual rate 10 years service required	Based on 2.5% accrual rate 10 years service required
Survivor Benefits for Eligible Members	75% of FAC, if surviving spouse and children 50% of FAC, if no children	75% of FAC, if surviving spouse and children 50% of FAC, if no children	75% of FAC, if surviving spouse and children 50% of FAC, if no children	Generally 50% of benefit as if member retired on date of death if spouse with child or Option 2A. Actual amount and length of payment varies depending on children and remarriage.

Specific questions relating to the above chart should refer to [www.lasersonline.org](http://www.lasersonline.org).

## PROTECTIVE SERVICES (Correctional Officers, Security Personnel, Probation and Parole Officers Employed by DPS&C)

"Members" shall mean directors, correctional officers, probation and parole officers, and security personnel who are employed by the Department of Public Safety and Corrections, and who are or who upon enrollment as an employee would be members of the primary component, but shall not include any other members of the primary component or members of any other retirement system to which the state makes contributions.

<b>Provision</b>	<b>Correction Primary</b>	<b>Corrections Secondary Hired between 1/1/02 &amp; 12/31/10</b>	<b>HAZ PLAN Act 992 Post 1/1/2011</b>
<b>Member Definition</b>	Wardens, correctional officers, security personnel, and probation and parole officers Public Safety & Corrections	Wardens, correctional officers, security personnel, and probation and parole officers Public Safety & Corrections	Wardens, correctional officers, probation and parole, POST certified an w/ commission and power to arrest
<b>Employee Contribution Rates</b>	9%	9%	9%
<b>Accrual Rate</b>	3.33%	3.33%	3.33%
<b>Anti-Spiking Rate/Year</b>	25%	25%	15%
<b>Average Compensation (FAC)</b>	Highest 36 months	Highest 36 months	Highest 60 months
<b>Retirement Eligibility</b>	10 years @ 60 20 years @ any (hired prior to 8/15/86) 20 years @ 50 hired after 8/15/86 (only 2/3 of regular service is eligible) 25 years @ any if hired after 8/15/86	10 years @ 60 25 years @ any	12 years @ 55 20 years @ any, actuarially reduced 25 years @ any
<b>Disability – incapable of performing duties</b>	Refer to <a href="http://www.lasersonline.org">www.lasersonline.org</a>	10 years of service if active 20 years of service if inactive	Based on 3.33% accrual rate 10 years service required
<b>In Line of Service Disability</b>	Refer to <a href="http://www.lasersonline.org">www.lasersonline.org</a>	40 % of FAC if less than 10 years; if more than 10 years: 40% of FAC or benefits under regular retirement	75% of FAC, regardless of years

<b>Survivor Benefits for Eligible Members</b>	Refer to <a href="http://www.lasersonline.org">www.lasersonline.org</a>	Same as rank and file members	Generally 50% of benefit as if member retired on date of death if spouse with child or Option 2A. Actual amount and length of payment varies depending on children and remarriage
<b>Survivor Benefits if killed in Line of Duty</b>	Refer to <a href="http://www.lasersonline.org">www.lasersonline.org</a>	75% FAC, if 25 years or more 60 % of FAC if less than 25 years No restriction on length of marriage or years of service	80% of FAC if surviving spouse, minor, handicapped, or mentally incapacitated child. No restrictions on length of marriage.

Specific questions relating to the above chart should refer to [www.lasersonline.org](http://www.lasersonline.org).

## TEACHERS' RETIREMENT

Teachers, teachers' aides, coaches, and principals are eligible to join the Teachers' Retirement System of Louisiana (TRSL). There are different retirement plans available through TRSL. Go to [www.trsl.org](http://www.trsl.org) for more information. The contributions paid by the employee are 8.0%.

## OPTIONAL RETIREMENT PLAN (ORP)

The following state employees shall be eligible to make an irrevocable election to participate in the optional retirement plan:

- Any unclassified state employee who is appointed by a statewide elected official and whose appointment is subject to confirmation by the Louisiana Senate;
- Any unclassified state employee who is a member of the immediate staff of any such employee described in Paragraph 1 of this Section;
- The chief executive officer of the State Employee Group Benefits Program; and
- Any member of the executive career service establishment by the State Civil Service Commission.

### Election to Participate

An irrevocable election to participate in the ORP must be made in writing and filed with the system within ninety (90) days after the eligible employee begins work. Elections shall be effective as of the date of appointment. If an eligible employee fails to make an election to participate in the ORP within ninety (90) days of appointment, he shall become a member of the defined benefit plan as of the date of appointment.



## Employee Contributions

Each participant in the ORP shall contribute monthly the same amount that a regular member would have contributed under R.S. 11:62(5) (e). This amount shall be forwarded to the ORP provider, less an administrative cost that shall be established by LASERS. The initial administrative cost shall be set at 1 percent of employee earnings but may be adjusted annually in writing to reflect the actual cost incurred by LASERS to perform this function, but shall not exceed 1 percent without an amendment to this rule.

## Benefit Obligations

All benefits payable to participants under the ORP shall be the sole obligation of the ORP provider to which contributions are made, and shall not be the obligation of LASERS. Payments to participants or their beneficiaries shall be made by the ORP provider and not LASERS in accordance with the contracts approved for use in the ORP. Participants in the ORP shall not be entitled to any benefits under the defined benefit plan, and once a choice is made by a participant to participate in the ORP, that individual will be ineligible to participate in the defined benefit plan.

## MEDICARE COVERAGE

On April 1, 1986, Medicare coverage for newly hired state employees became mandatory in accordance with the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). This does not apply to employees who are currently covered under Social Security or those employees hired prior to April 1, 1986. Payment of this tax for an appropriate number of quarters makes one eligible for Medicare coverage as determined by Social Security.

## INSURANCE

The State Office of Group Benefits offers group health and life insurance to its employees through various programs. Coverage is effective the first day of the month following one full

month of employment. For example: If a person is employed on June 1, coverage will be effective July 1. If an employee's first day of employment is June 2, coverage will be effective August 1. There are also supplemental policies available for dental care, life insurance, accident, intensive care and cancer coverage.

## CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT OF 1986 (COBRA).

If an employee leaves employment with the state (other than by termination for cause), he/she is eligible to maintain his/her insurance coverage for a limited time under the provisions of the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). Go to <http://www.dol.gov/ebsa/newsroom/fscobra.html> for more details.

Under COBRA, the employee or family member may qualify to keep their group health plan benefits for a set period of time, depending on the reason for losing the health coverage. The following represents some basic information on periods of continuation coverage:

Qualified Beneficiary	Qualifying Event	Period of Coverage
Employee Spouse Dependent child	Termination Reduced hours	18 months *
Spouse Dependent child	Entitled to Medicare Divorce or legal separation Death of covered employee	36 months
Dependent child	Loss of dependent child status	36 months

\*This 18-month period may be extended for all qualified beneficiaries if certain conditions are met in cases where a qualified beneficiary is determined to be disabled for purposes of COBRA.

However, COBRA also provides that an employee's continuation coverage may be cut short in certain cases.

#### Premium Payments (COBRA)

Qualified individuals may be required to pay the entire premium for coverage up to 102% of the cost to the plan. Premiums may be higher for persons exercising the disability provisions of COBRA. Failure to make timely payments may result in loss of coverage. Premiums may be increased by the plan; however, premiums generally must be set in advance of each 12-month premium cycle.

Individuals subject to COBRA coverage may be responsible for paying all costs related to deductibles, and may be subject to catastrophic and other benefit limits.

## **TAX-FREE FLEXIBLE BENEFITS PLAN**

The Flexible Benefits Plan (Flex Plan) with Premium Conversion and Flexible Spending Account gives an employee a way to take home more money in every paycheck. An employee's eligible insurance premiums, dependent care expenses, and medical care expenses are deducted from his/her gross salary – before taxes. Therefore, the employee pays less in tax and will see an increase in his/her net pay.

#### Premium Conversion

The option that allows an employee to pay a portion of his/her eligible insurance premiums before taxes are calculated.

#### Dependent Care Flexible Spending Account

The option that allows an employee to pay eligible dependent care expenses for his/her child, disabled spouse, elderly parent or other dependent incapable of self-care.

#### Health Care (Medical) Flexible Spending Account

The option that allows an employee to pay for eligible out-of-pocket medical, dental, and vision care expenses not covered by his/her health benefits plan.

Flex Plan Elections are irrevocable, which means that an employee cannot change the amount of elections (sheltered premiums) or participation in the flexible benefits during the flex plan year unless he/she experiences a valid Qualifying Event and has an approved "Change in Status". Visit the Office of Group Benefits' website at [www.groupbenefits.org](http://www.groupbenefits.org) and click on Flexible Benefits to view detailed information pertaining to enrollment eligibility requirements, contribution limits, eligible/ineligible expenses, and reimbursement "Use it or lose it" procedures.

### **DEFERRED COMPENSATION**

The Louisiana Deferred Compensation is a long-term savings/investment plan that provides a means of tax-sheltering a portion of an employee's income. As a supplement to other retirement benefits or savings that an employee may have, this voluntary Plan allows him/her to save and invest extra money for retirement - tax deferred. Not only will the employee defer taxes immediately, he/she may build extra savings consistently and automatically, have a variety of investment options to choose from, and learn more about saving and investing for a secure financial future.

An employee may also qualify for a federal tax credit by participating in this Plan. Visit [Louisiana Deferred Compensation](#) for detailed investment options, planning tools, educational material, and enrollment documents on the deferred compensation plan.

All enrollment documents should be sent directly to:

Louisiana Deferred Compensation Plan  
2237 S. Acadian Thruway, Suite 702  
Baton Rouge, LA 70808  
(225) 926-8082 or (800) 345-4699

### **CREDIT UNIONS**

Employees and retired employees of Youth Services, as well as their spouses and children, are eligible to join the Department of Corrections Credit Union or LaCapitol Federal Credit Union (LaCap).

Information regarding the LaCap can be obtained at their website: <http://www.lacapfcu.org/>.

Information regarding the Department of Corrections Credit Union can be obtained at their website: <http://www.doccu.com/>.

## **EMPLOYEE AWARDS**

The Deputy Secretary has established formal policy and guidelines for recognition of service by employees of Youth Services. Youth Services Policy A.2.4, "Employee Awards," outlines award categories and the process taken to recognize exemplary employee service. Employee awards are selected and issued at both the unit and departmental levels. There are categories for both monetary and non-monetary awards.

## **SAVINGS BONDS**

A payroll savings plan is available through the purchase of United States Savings Bonds, which provide a convenient way to set money aside for building retirement or education funds. National Bank and Trust (NBT) is the administrator of the bond program for the State of Louisiana. Employees must contact them directly. Deductions are made through the ISIS/HR system. For more information go to: [www/nbtco.com](http://www/nbtco.com) or call 800-426-9314

## **WORKERS' COMPENSATION**

The Workers' Compensation program is designed to protect employees from loss of income due to injuries that occur on the job. Any employee who is injured while on duty is covered under Workers' Compensation.

When an employee is injured while working on the job, it is his/her responsibility to notify his/her immediate supervisor, regardless how minor the injury may appear. He/she should obtain any necessary emergency medical treatment as soon as possible. A report of injury form

must be completed by the employee and his/her supervisor and must be promptly forwarded to the unit's Human Resources Office. For the necessary forms, contact the unit's Loss Prevention Officer.

If the injury requires outside medical attention or time away from work, the employee must contact the unit's Human Resources Office immediately to complete necessary paperwork. Approved medical expenses are covered by the Office of Risk Management. An employee may be required to secure a release from his/her attending physician prior to returning to work. Refer to Youth Services Policy A.2.28, "Return to Work" for more information.

## **PERFORMANCE PLANNING AND REVIEW**

Performance Planning and Review (PPR) is an essential aspect of the state's performance management system. It is designed to facilitate communication, formal and informal, between the employee and supervisor about expectations for doing the necessary job assignments to meet the goals and priorities of Youth Services.

Unit guidelines and procedures for Performance Planning and Review shall be in compliance with Chapter 10 of the Civil Service Rules, which is available in the unit's Human Resources Office or online at:

<http://www.civilservice.louisiana.gov/progasst/csrules/Chapter10/CHAP10A.HTM>.

All classified employees are covered by Civil Service Rules, Chapter 10, Performance Planning and Review, and shall have both a planning session and a rating session at least once annually. An anniversary date is the date six (6) months following an employee's date of employment. The planning session, periodic reviews, and formal rating shall be documented using established procedures and forms. Refer to Youth Services policy A.2.45 "Performance, Planning and Review" for more information.

## **STAFF DEVELOPMENT**

It is the philosophy of Youth Services to provide employees the knowledge, skills, attitudes and abilities needed to perform their jobs at a maximum level of efficiency, to promote employee growth and to enhance job enrichment.

Employees shall be provided orientation, basic training, in-service training, on-the-job training, and career development training appropriate to the needs of Youth Services.

Minimum training hours are determined by one's job category and title. Each unit has a training plan available for review. Employees shall receive instructions regarding when and where to report for training and may be compensated for training hours exceeding normal regular work hours in accordance with Civil Service Rules and the Fair Labor Standards Act. They shall also receive training credits for all time spent in training.

## **SUPERVISORY TRAINING (EDGE)**

Effective January 1, 2012, the Minimum Supervisory Training requirements for Group 1 Supervisors will consist of a blended learning approach of online classes and instructor-led training. The five online courses and the instructor-facilitated workshop are part of the new Employee Development Growth & Enhancement (EDGE) program, which will expand on the current Comprehensive Public Training Program (CPTP). Online courses will be accessible to all state employees through the Louisiana Employees Online (LEO) system.

The new training program information and a list of Frequently Asked Questions (FAQ) can be accessed at the following website:

<http://www.civilservice.la.gov/Training/CPTP/edge.asp>. Questions or concerns can be emailed to [CPTPLSO.Coordinator@la.gov](mailto:CPTPLSO.Coordinator@la.gov).

## **EMPLOYEE ASSISTANCE PROGRAM**

It is the policy of Youth Services to maintain an Employee Assistance Program (EAP) to enable employees whose personal or family problems are adversely affecting job performance to

resolve these problems and achieve their maximum potential. Brochures are available in each unit's Human Resources Office explaining how the program works. Employees are encouraged to take advantage of the EAP to mutually benefit themselves and Youth Services. Refer to Youth Services Policy A.2.11, "Employee Assistance," for more information.

## **PERSONNEL FILES**

Each employee has a personnel record in the Central Office Human Resources (HR). Central Office HR maintains an electronic personnel file on each employee in ISIS/HR in addition to hard copies of some employment records. The personnel record shall include all paperwork necessary to effect one's employment, along with other correspondence and records relevant to personnel matters.

An employee may review the contents of his/her personnel file at any time in the presence of a designated employee of the unit's Human Resources Office. Youth Services Policy A.2.12 "Personnel Records," offers further clarification.

## **LOUISIANA EMPLOYEES ONLINE (LEO)**

LEO is a portal providing a single point of access to a variety of employee information and services for employees paid through ISIS HR. Employees can access their pay statement information, benefits plans (all insurances, deferred compensation, retirement), and state employee directory. Employees also have the ability through LEO to change their emergency contact information, address, bank, and tax withholding information, view their leave records and enter leave requests, and submit requests for Travel Reimbursements.

For frequently asked questions (FAQ) pertaining to LEO go to: [www.ojj.la.gov](http://www.ojj.la.gov)

You can access LEO directly through:

1. <https://leo.Louisiana.gov> ; or
2. [Louisiana.gov](http://Louisiana.gov) (Click once with the left mouse button on the LEO: Louisiana Employees Online link under the Online Services section (left side of the page).

## **GRIEVANCE PROCEDURES**

A grievance is an official, internal agency procedure used to resolve employee complaints and other personnel actions that are not appealable to the Civil Service Director or to the Civil Service Commission or charges which should be filed under EEOC.

This procedure applies to all Youth Services employees and is a method of determining the specific cause for a grievance, assessing the situation, and finding the best way to resolve the grievance. The procedure is intended for use when a dissatisfaction that cannot be resolved by

less formal means arises in a day-to-day relationship between employees or between an employee and their employer.

Employees of Youth Services are encouraged to make use of the agency's grievance procedure when informal efforts to resolve differences do not suffice; however, nothing contained herein should be construed as denying employees the right to grieve non-disciplinary actions to the Louisiana Civil Service Commission, or any other outside entity from which relief may be requested directly.

YS Policy A.2.46 "Employee Grievance Procedure" outlines the steps and timelines associated with the process. All grievances shall be filed using the Employee Grievance Form. Grievance forms shall be kept in the local Human Resources Office and will be accessible on-line under OJJ forms. In addition, complaints involving sexual harassment shall be handled in accordance

with YS Policy A.2.8 "Sexual Harassment". Performance, Planning and Review complaints or appeals shall be addressed through procedures outlined in the Performance, Planning and Review section of this manual or through YS Policy A.2.45 "Performance Planning and Review".

An employee who files a grievance shall not be retaliated against.

#### **What is grievable?**

The following types of complaints are grievable: health and safety concerns, personality disputes between supervisor and subordinates or among co-workers, perceived unfair treatment that does not rise to the level of discrimination, changes in work location or hours, requirements of supervisory plans. However, for many actions, the difference between whether the action is appealable or grievable is WHY the employee is challenging the action or sometimes WHO the employee is. The following chart contains some examples:

<b>AGENCY ACTION</b>	<b>REASON</b>	<b>GRIEVANCE vs. APPEAL</b>
Denial of Merit Increase	because of race	Appeal to CS Commission
	"unfair" attendance policy	Agency Grievance
Denial of Promotion	because of gender	Appeal to CS Commission
	person selected did not meet qualification requirements	Appeal to CS Commission
	employee believes they are better qualified	Agency Grievance
No overtime compensation	non-exempt employee	Appeal to CS Commission
	exempt employee	Agency Grievance

Suspension with pay	permanent employee	Appeal to CS Commission
	non-permanent employee	Agency Grievance

### **Summary Disposition of a Grievance:**

At any time after the filing of a written grievance, an appointing authority may dismiss the grievance on grounds as outlined in the policy. When an appointing authority dismisses a grievance, they shall notify the grievant and appropriate supervisor or Unit Head who received the grievance and Central Office Human Resources.

### **Agency analysis of grievances:**

Central Office Human Resources shall analyze grievances and report notable trends to the Deputy Secretary.

### **Questions regarding grievances:**

Questions regarding grievances shall be directed to the Central Office Human Resources Office.

### **What is appealable to the Director of Civil Service?**

1. An allocation or reallocation decision – Civil Service Rule 5.3.
2. The rejection of an application – Civil Service Rule 7.5.
3. A determination that an applicant lacks the minimum qualifications – Civil Service Rule 7.5.
4. A Reviewer's decision concerning a PPR given to a permanent employee – Civil Service Rule 10.14.

### **What is appealable to the Civil Service Commission?**

1. A suspension without pay, reduction in pay; involuntary demotion, or dismissal of a permanent employee.
2. A non-disciplinary removal of a permanent employee.
3. A layoff of a permanent employee.
4. An employment action/decision that discriminates against an employee because of their political or religious beliefs, sex, or race.
5. An employment action/decision that violates a Civil Service Rule or the Civil Service Article (Article X, Part 1 of the state constitution).

## **APPEAL RIGHTS**

### **Civil Service Commission Appeals**

State employees have certain rights and protections through the Department of Civil Service. One of those rights is the appeal process. If an employee decides to file an appeal with the Civil Service Commission, he/she should go to the Civil Service web page or contact his/her unit's Human Resources Office for a copy of Chapter 13 of the Civil Service Rules. This chapter identifies those appealable issues and outlines the time frame and specifics for filing an appeal.

Only the following persons have a right of appeal to the Commission:



- a. A state classified employee with permanent status who has been removed or subjected to one of the disciplinary actions listed in Civil Service Rule 12.2(b).
- b. A state classified employee who has been discriminated against in any employment action or decision because of his/her political or religious beliefs, sex or race.
- c. A state classified employee who has been adversely affected by a violation of any provision in the Civil Service Article or of any Civil Service Rule other than a rule in Chapter 10.

### **Youth Services Appeals**

Youth Services has an internal grievance process for resolution of issues generally not appealable to Civil Service. Employees are encouraged to seek resolution of issues not

appealable to Civil Service through this grievance process. However, seeking resolution through the Youth Services internal grievance procedure does not prevent one from filing an appeal with the Department of Civil Service.

Employees may appeal a disciplinary action regarding demotions and dismissals to the Deputy Secretary only if a timely written response was furnished by the employee. (Requests for review of Performance Planning and Review ratings and/or appeals must be submitted and processed as outlined in Chapter 10 of the Civil Service Rules. The Central Office Human Resources Office may be contacted for further information and assistance.

### **CODE OF ETHICS**

All state employees are governed by the State Code of Governmental Ethics (La. R.S. 1950, Title 42, Chapter 15). Since state employees are in a position of public trust, they are not to engage in any activities, either privately or officially, where a conflict of interest may exist. State employees are prohibited from accepting gifts, gratuities or rewards for doing any service pertaining to the duties expected in the performance of their jobs. A state employee in this context is any individual in the classified or unclassified service, board member or contractual employee. The Code of Ethics is addressed in YS Policy A.2.38 "Ethics for Public Employees: Nepotism, Prohibited Contractual Relations, and Gifts".

Questions regarding the Code of Ethics should be directed to the unit's Human Resources Office. In some instances, it may be necessary for that Human Resources Office to request guidance from the Central Office Human Resources Section or the Office of the Deputy Secretary. When necessary, the Deputy Secretary will take action based upon the Agency's operational needs within legal and ethical determinations.

## **RESTRICTIONS/PROHIBITED ACTIVITIES**

Classified Civil Service employees face certain restrictions, particularly in the area of politics. Political activities in which a state employee is allowed to participate include the following:

- Voting;
- Voicing a political opinion privately on his/her own time;
- Serving as a commissioner or official watcher at the polls; and
- Supporting or opposing bond issues, taxes or constitutional amendments on his/her own time.

Most other political activities are prohibited. Some examples of prohibited activities are:

- Soliciting votes or contributions;
- Making political contributions;
- Displaying political stickers on personal car;
- Distributing political campaign cards;
- Making public political statements or addresses; and
- Placing political signs on personal property.

Additional information regarding these activities is available in each unit's Human Resources Office and from the Department of Civil Service.

## **DRUG FREE WORKPLACE**

It is the policy of Youth Services to promote increased employee awareness of substance abuse through comprehensive education programs in order to achieve and maintain a workplace free of drugs and alcohol.

All employees are subject to drug testing. Failure to comply with instructions/orders to submit to a drug test may result in termination from employment. Youth Services Policy A.2.7 "Drug Free Workplace" offers additional guidance.

## **SEXUAL HARASSMENT**

It is the Deputy Secretary's intent to maintain a workplace free of sexual harassment from any source, either supervisor or co-workers, and to discourage any instance of malicious accusation. Youth Services Policy A.2.8 "Sexual Harassment," establishes a formal policy regarding sexual harassment. A copy of the policy is available in each unit's Human Resources Office.

## **UNIONS**

Eligible Youth Services employees may become members of an organized union. The Agency has an agreement with the American Federation of State, County and Municipal Employees

Council 17 (AFSCME). Persons wishing to join AFSCME may contact their unit's Human Resources Office for the name of the local union steward.

## **LEGAL REPRESENTATION**

It is the policy of Youth Services to furnish legal representation to all employees who are sued for actions or inactions arising within the scope of their employment.

The Legal Section of the Deputy Secretary's Office is responsible for determining appropriate representation for employees who have been sued. Any employee who is served with papers as a result of his/her employment with the Agency shall advise his/her supervisor immediately

as required by Youth Services Policy A.2.43 "Employee Subpoenas, Notices of Hearing, Discovery, and Legal Correspondence."

## **OFFICIAL USE OF SOCIAL NETWORK**

It is the Deputy Secretary's policy to protect and safeguard the confidentiality and security of Youth Services' operations by restricting the use of proprietary information concerning YS on social networks as referenced in YS policy A.5.9.

## **HOTLINE**

It is the intent of the Deputy Secretary to provide a confidential outlet for staff to inform management about issues that need to be investigated while at the same time, protecting the identity of the caller. OJJ has expanded its toll free hotline, currently available to secure care youth, for use by staff statewide to bring their concerns to management while maintaining strict confidentiality.

The number for the OJJ hotline is **1.800.626.1430**.

## State Facilities Map



## STATE FACILITIES

### **BRIDGE CITY CENTER FOR YOUTH (BCCY)**

3225 River Road  
Bridge City, LA 70094

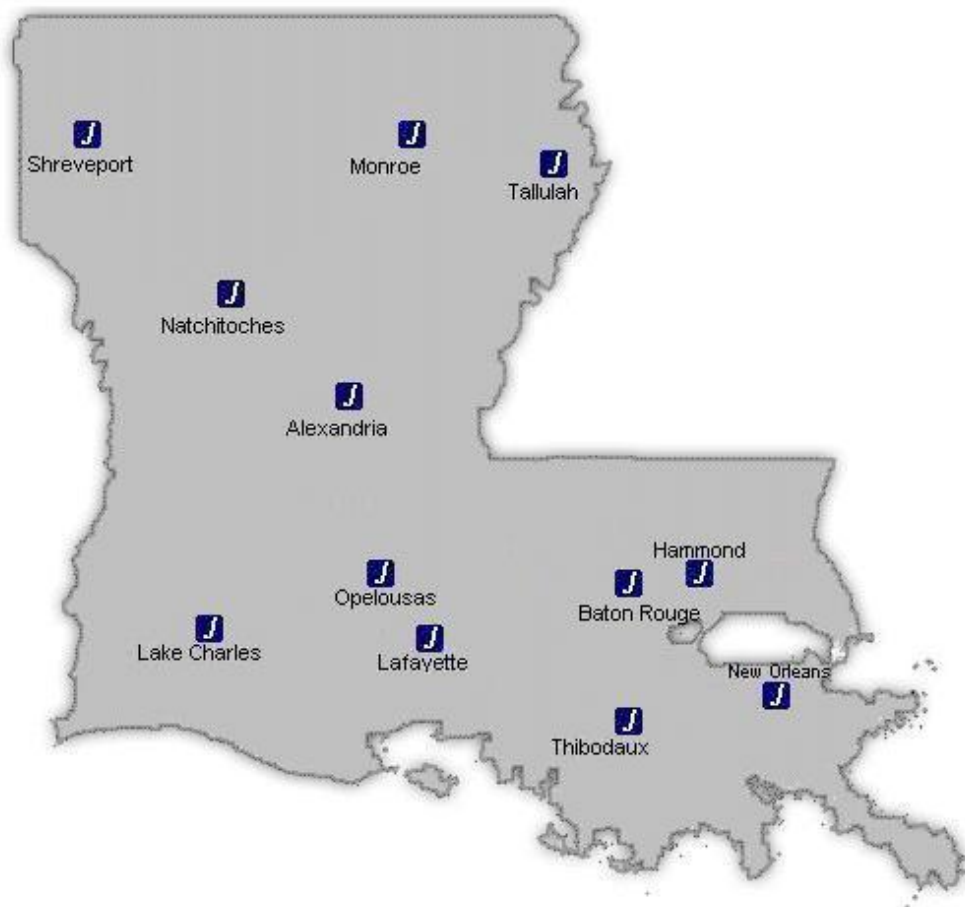
### **JETSON CENTER FOR YOUTH (JCY)**

15200 Old Scenic Hwy  
Baton Rouge, LA 70874

### **SWANSON CENTER FOR YOUTH (SCY)**

4701 South Grand  
Monroe, LA 71202

## Probation and Parole Offices



### Regional Offices (\*Denotes)

#### Region 1

##### **New Orleans Office**

731 St. Charles Ave., 2nd Floor Suite. A  
New Orleans, LA 70130  
(504) 568-4535  
Fax: (504) 568-7803

#### Region 3

##### **Hammond Office**

42381 Deluxe Plaza  
Hammond, LA 70403  
(985) 543-4096  
Fax: (985) 543-4100

#### Region 2

##### **Baton Rouge Office**

660 N. Foster Dr. Suite C-200  
Baton Rouge, LA 70806  
(225) 922-1300  
Fax: (225) 922-1315

#### Region 4

##### **Thibodaux Office**

1077 Highway 3185  
Thibodaux, LA 70302  
(985) 447-0902  
Fax: (985) 447-0818

**Region 5**  
**Lafayette Office**

130 Chappuis Dr.  
Lafayette, LA 70501  
(337) 262-5662  
Fax: (337) 262-1072

**Region 6**  
**Lake Charles Office**

840 West Bayou Pines, Suite A  
Lake Charles, LA 70601  
(337) 491-2833  
Fax: (337) 491-2842

**Region 8A**  
**Shreveport Office**

1525 Fairfield Ave. Suite 1053  
Shreveport, LA 71101  
(318) 676-7020  
Fax: (318) 676-7027

**Region 9A**  
**Monroe Office**

1907 Washington Street  
Monroe, LA 71201  
(318) 362-5262  
Fax: (318) 362-3054

**Region 5 (Sub district)**  
**Opelousas Office**

7359 I-49 Service Road  
Opelousas, LA 70570  
(337) 948-0287  
Fax: (337) 948-0304

**Region 7**  
**Alexandria Office**

1510 Lee Street  
Alexandria, LA 71301  
(318) 487-5252  
Fax: (318) 487-5767

**Region 8B**  
**Natchitoches Office**

116 Highway 1 South, Ste 200  
Natchitoches, LA 71457  
(318) 357-3152  
Fax: (318) 357-3243

**Region 9B**  
**Tallulah Office**

508 East Bayou Drive  
Tallulah, LA 71284  
(318) 574-3552  
Fax: (318) 574-2516

## IMPORTANT LINKS

**AGENCY:** [OJJ](#)

### STATE LINKS:

[Info Louisiana](#)

[Louisiana Department of Civil Service](#)

[Louisiana Employees Online \(LEO\)](#)

[Louisiana State Legislature](#)

[Louisiana's Employee Retirement System](#) (LASERS)

[Louisiana's Teachers Retirement System](#) (TRSL)

[State of Louisiana Patient's Compensation Fund](#)

[Louisiana Deferred Compensation](#)

[Statewide Vendor Product information for State Employees](#) (OSUP Links)

### GROUP BENEFITS:

[Group Benefits](#)

Blue Cross/Blue Shield (HMO) – [www.bcbsla.com/ogb](http://www.bcbsla.com/ogb)

Vantage Health Plan <http://employees.vhp-stategroup.com>

CD – HSA Plan – Consumer Driven Health Spending Account – United Healthcare  
<https://www.myuhc.com/groups/groups.do?employerLogin=laogb>

[DataPath](#) Flexible Benefits

[Catalyst RX](#) Prescriptions

### FEDERAL LINKS

[The Department of Labor](#)

[FMLA](#)

[COBRA](#)

## **CREDIT UNIONS**

[LaCAP](#)

[DOC](#)

## **PERSONNEL FILES**

[Louisiana Employees Online \(LEO\)](#)

## **TRAINING**

[Mindleaders](#)

[CPTP](#)

[Training Calendar](#)

## **MISCELLANEOUS**

oyd.helpdesk@la.gov